

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: December 17, 2010

1000 DEFINITIONS
Issued May 2001

1000 DEFINITIONS

The following definitions cover terminology and abbreviations used throughout the manuals issued by the Tucson Police Department. Gender of text or definitions is neutral or applicable as necessary to the context involved.

Acting

Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher responsibility. The acting member shall have all the authority, responsibility, and duties of the higher position.

Advanced Officer Training

Recurring training given to all sworn members in accordance with AZPOST standards.

Area of Assignment

A geographical area of variable size to which one or more officers are specifically assigned.

ASB

Administrative Services Bureau.

ASU

Air Support Unit - a unit of the Police Department responsible for aviation related support.

AZPOST

Arizona Peace Officers Standards and Training Board - the body that grants certification of peace officer status and sets training standards in Arizona.

Basic Training

The course of instruction undertaken by police officer recruits to achieve peace officer certification.

Board of Inquiry (BOI)

A board convened by the Chief of Police to investigate circumstances surrounding specific incidents (e.g. officer-involved shootings) to determine the appropriateness of actions in terms of policy and training.

BSU

Behavioral Sciences Unit, responsible for coordinating counseling and psychological services to Department members.

Bulletin

A printed or electronic Department publication with announcements and information of interest to members.

Bureau

A primary functional unit of the Department composed of two or more subordinate divisions.

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CALEA

Commission on Accreditation for Law Enforcement Agencies, Inc.

Call

Police activity assigned to a member requiring verbal or written clearance.

Chain of Command

The line of authority extending from the Chief of Police through a single subordinate at each level of command.

City

The area within the corporate limits of the City of Tucson.

Color of Authority

Any action taken by a member of the agency when the member's official capacity is known declared or implied.

Command Directive

Information or direction distributed in written form that effects a change to subject matter addressed in *General Orders* or other similar Department manuals. *Command Directives* may originate from the Chief of Police or any Bureau Commander. These are no longer utilized.

Command Post

A location or facility established for the purpose of directing police operations.

Commander

A sworn member with the rank of Lieutenant or above. All Commanders hold supervisory authority regardless of their assignment. See also *Division Manager* and *Section Head*.

Controlled Substance

Any substance the possession of which is restricted or prohibited by state or federal law.

CSO

Community Service Officer. A non-sworn member of the Department.

Department

Generally, the Tucson Police Department.

Department Property

Property owned or controlled by the City and controlled by or assigned to the Department.

Detail

A group of members assigned to perform a specialized task.

Division

Functional grouping of related activities within the Department.

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Division Commander/Manager

A sworn or non-sworn member, generally equivalent in rank to a Captain, who is in charge of a Division. See also *Commander*.

Employee

Refers to both sworn and non-sworn (non-sworn) personnel of the Department; synonymous with *Member*. Also applies to volunteers and Reserve Police Officers as appropriate.

First-line Supervisor

A person in direct charge of a group of non-supervisory employees.

Force Commander

The on-duty Commander, usually a Lieutenant, who is in charge of field operations for a specific period or shift.

FSB

Field Services Bureau.

FTO

Field Training Officer; may refer either to an officer designated to instruct officers in their programmatic instruction following graduation from basic training, or to the program itself.

FTS

Field Training Sergeant; may refer either to a Sergeant designated to instruct newly promoted Sergeants in programmatic instruction, or to the program itself.

Functional Supervision

The temporary supervision of employees by a supervisor (not an acting supervisor) other than those employees' immediate supervisor.

General Orders (GOs)

The compilation of all Department operating policies and procedures, including all *Command* and *Information Directives*.

HDU

Headquarters Desk Unit. Also referred to as Headquarters Security Unit.

Incident Commander

A sworn officer who takes control of an incident for which the Department has responsibility. Initially the Incident Commander is the officer assigned to the call. The designator Incident Commander shall not be confused with the rank of the individual. An incident Commander, depending upon the circumstances, may be of any rank.

Industrial Injury or Claim

Any injury, claim of injury, or physical or mental examination resulting from a job-related activity or incident, as determined by City Risk Management.

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Information Directive

Information or instructions distributed in written form that are of importance to more than one Division. *Information Directives* may originate from the Chief of Police or Bureau Commander. These are no longer utilized.

Insubordination

Disrespect for or to authority.

ISB

Investigative Services Bureau.

ISDU

The Information Services Deployment Unit is a small group of sworn personnel responsible for converting information technology into field usage.

Job Coordinator

A sworn Department member who voluntarily, and without extra compensation, schedules the work of other members at a permanent or continuing Special Duty job.

Line Inspection

An inspection of a subordinate and their readiness for duty. Typically conducted at least monthly and items checked may include uniform, driver license, required equipment, body armor, firearm (to include cleanliness and appropriate number of rounds), MTC audit, and department vehicle.

LPO

Lead Police Officer.

May

Means a procedure or action is permissive.

MTC

Mobile Tactical Computer; a vehicle mounted computer unit.

MVD

The Arizona Department of Transportation, Motor Vehicle Division.

MVR

Mobile Video Recorder; a vehicle mounted video system.

Member

Synonymous with *Employee*.

Must

Means a procedure or action is required. Synonymous with *shall*.

Non-Sworn

A member of the Department who does not possess current peace officer certification.

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Off Duty

Time when a member is not being paid to work in a specified assignment as a Department employee. Also referred to as *Rest Duty*.

Officer

For purposes of compliance with *General Orders*, policies and procedures, applies and refers to all sworn employees of the Department, including Reserve Police Officers.

On Duty

Time when a member is being paid to work in any assignment as a Department employee, including during secondary employment, or in any official capacity.

Operations Pamphlet

A pamphlet distributed with policies, guidelines and/or procedures for specific events or purposes, e.g. missing persons or Mobile Field Force operations.

Order

A verbal or written instruction issued by a supervisor or Commander.

Outside Employment

Services that are non-law enforcement related and from which an individual receives or intends to receive personal compensation, rendered to an employer other than the City of Tucson (including self-employment) by any Department member. Approval to conduct outside employment duty is required annually.

Patrol Commander

A Lieutenant assigned to an Operations Division of the Operations Bureaus.

Pay Period

A two (2) week period beginning at 0001 hours on a Sunday and ending at 2400 hours on the second consecutive Saturday.

Permanent Employee

An employee who has successfully passed the probationary period for newly hired employees as defined in City of Tucson Civil Service Rules.

Permanent Job

An authorized Special Duty job at which a member has been or will be continuously employed on a regular basis. This term also covers seasonal permanent jobs (such as at the annual Gem and Mineral Show or UA football games) where a member is employed for multiple years.

PIO

Public Information Officer; a sworn member, usually a Sergeant, assigned media relation duties.

Policy

A written statement dealing with the objectives and the principles that guides the performance of a Department activity.

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Post-Basic Training

The training period for new officers after being certified as peace officers but before being assigned to the FTO program.

PPR

Personnel Performance Report.

Private Employer

An individual or group, other than the City of Tucson, that has entered into an agreement with the City of Tucson regarding Special Duty police services.

Probationary Employee

An employee, regardless of classification, who has not completed the probationary period specified for their classification by City of Tucson Civil Service Rules.

Procedure

A written directive that is a guideline for carrying out Department policies and functions.

PSO

Police Service Operator.

Recruit

A police officer trainee who has not yet graduated from basic training.

Report

Documentation of police action or information in written or electronic form constituting an official record of the Department.

Reserve Police Officer

An unpaid member of the Department holding a full authority Peace Officer commission from the AZPOST Board.

Rule

A specific guideline to which all employees must adhere.

SARA Model

A problem-solving strategy, which emphasizes the four phases of the problem-solving process: scanning, analysis, response, and assessment. See also *Targeted Operational Planning (TOP)*.

Secondary Employment

Services rendered to an employer other than the City of Tucson by any Department member for which an individual receives or intends to receive compensation. Secondary employment consists of *Special Duty Employment* and *Outside Employment*.

Secondary Employment Supervisor

A sworn member, usually a Sergeant, assigned the responsibility for overseeing the Secondary Employment Program.

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Section

A group of employees usually assigned to perform a support function.

Section Commander/Head

A sworn or non-sworn member, generally equivalent in rank to a Lieutenant, in charge of a Section. See also *Commander*.

Sector

A geographic area of assignment of varying sizes within a patrol division.

Shall

Means that an action or procedure is mandatory. Synonymous with *must*.

Shift

Assigned duty hours.

Should

Means a procedure or action is recommended, barring articulable extenuating circumstances.

SID

Special Investigations Division.

Special Assignment

Police service, which requires the member, be excused from the performance of regular duties or an assignment classified as such for testing and retention purposes.

Special Duty Coordinator

A Department member supervised by the Secondary Employment Supervisor who coordinates Special Duty employment.

Special Duty Employment

Law enforcement related services rendered to a private employer by Department members during off-duty hours (e.g., point control, security or anytime working in a police capacity) from which an individual receives or intends to receive compensation, or a similar assignment a member has volunteered to work without compensation.

Squad

A group of sworn and/or non-sworn members, including and supervised by a first-line supervisor.

SSB

Support Services Bureau

Strip Search

The search of a person after removal of articles of clothing, other than outerwear, for the purpose of finding evidence, weapons or contraband. Strip searches may only be requested with the express permission of a Commander and shall not be conducted by a Department member.

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Supervisor

An officer or non-sworn employee who has attained supervisory classification or an employee assigned by the Chief of Police to supervise the work of others.

Sworn

A member holding current peace officer certification issued by AZPOST. This includes police officers, reserve police officers and marshals.

Targeted Operational Planning (TOP)

A program designed to assist commanders in effectively addressing problems through implementation of response strategies designed to attack root causes of problems using the SARA model in the context of our TOP program. See also *SARA Model*.

Unit

An operational group with a specific assignment.

Will

Means conditions permitting.

Work Week

The period of seven (7) days, beginning at 0001 hours on Sunday and ending at 2400 hours on the following Saturday.